



GENERAL INFORMATION

Library System

Lakeshores Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

According to DOA population estimates, the service population of the system is 271,240 persons, not including residents of the town of Whitewater who technically reside in Walworth County. Roughly half of the LLS service population reside in communities that operate public libraries which are supported by municipal tax revenue. The remaining half of the service population reside in communities which do not operate their own libraries. Most of these communities are rural in nature, on the edge of urban-sprawl, or resort neighborhoods. These communities depend on county taxation to support their access to library services via nearby "librariated" communities.

LLS Service Population Figures of Interest:

Racine County Service Population: 184,890

Walworth County Service Population: 86,350

Total Service Population: 271,240

Racine County Residents WITH a Municipal Library: 105,563

Racine County Residents WITHOUT a Municipal Library: 79,327

Walworth County Residents WITH a Municipal Library: 54,211

Walworth County Residents WITHOUT a Municipal Library: 32,139

Describe significant needs and problems that influenced the development of this and other system plans.

An ongoing challenge for LLS is in regard to funding. Because a comparatively poor tax base exists in many communities within the LLS service area, a lower amount of revenue is generated, of which only a percentage necessarily goes to support library operations.

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

Lakeshores Library System governance is achieved through a board of trustees, which meets six times per year (every other month as a base, with additional meetings as needed). The Board operates a series of standing committees to handle several different areas: an executive committee, a Long Range Planning Committee, a Finance Committee and a Personnel committee. Our bylaws indicate that committees must meet in response to a directive from the Board president, or from a quorum of the Board at large. Final authority for planning and budgeting decisions (typically under advisement from the system administrator) is the responsibility of the Board.

To advise the board, a Librarian Advisory Council (LAC) exists. The LAC is comprised of one representative (the library director or a designated proxy) from each member library. This group convenes once per month, may discuss issues related to system services, and may advise the Board via recommendations to the system administrator or a Board representative. The LAC may establish and operate task forces in order to investigate, plan, or operate collaborative services among LLS member libraries.

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2014**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

- ☒ (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- ☒ A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

Resource Library Agreement

- ☒ (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- ☒ A signed copy of the resource library agreement will be provided to the division by January 15.

Reference Referral, Interlibrary Loan, and Technology

- ☒ S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement.

LLS continues to employ an ILL specialist to serve as a clearing house for in-system ILL requests, and to facilitate out-of-system requests.

Indicate new or priority activities relating to this requirement for the plan year.

LLS has implemented the NCIP communication protocol between its ILS server and that of WISCAT. This new service is proving to be a huge time-saver for library staffers and is very well received. Currently LLS has rolled out a minimally mediated NCIP ILL process to over half its libraries, and is beginning roll-out among libraries in Mid Wisconsin Federated Library System. LLS will continue to develop this service offering, and will make our in-house expertise available to other library systems or DPI if they seek help in implementing NCIP elsewhere.

Inservice Training

- ☒ S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement.

LLS collaborates with several other library systems to provide quality in-service training opportunities to member libraries. In addition to the collaborative CE programming we offer, LLS offers local training & in-service opportunities in response to the needs & requests of member library staffers. We provide orientations for new trustees, as well as an annual trustee banquet at which we try to include elements of training & education.

Indicate new or priority activities relating to this requirement for the plan year.

LLS (in collaboration with MWFLS) hopes to begin offering a more effective, more predictable set of ILS-related training opportunities in 2014. This initiative is tied to the development of a new governance framework to guide the operation of the ILS used by the SHARE Consortium. Offering an expanded set of training opportunities will, it is hoped, serve the dual purposes of expanding the number of annual technology CE hours available, while improving the quality of data entry and efficiency on the part of library staffers who use the ILS system.

ASSURANCES (cont'd.)

Delivery and Communication

- ☒ S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement.

LLS provides ongoing physical resource delivery to LLS member libraries via a five day van route. LLS collaborates with Mid Wisconsin Federated Library System to provide a five day delivery link between their respective delivery networks to further expand resource sharing regionally. LLS also facilitates & maintains e-mail service access to each member library.

Indicate new or priority activities relating to this requirement for the plan year.

LLS must reduce access to the Statewide/South Central delivery hub from five day service to four day service per week. This service reduction is due to the high cost increase for five day service moving into the 2014 fiscal year.

Service Agreements

- ☒ S.43.24(2)(g) Service agreements with all adjacent library systems
- ☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.
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Other Types of Libraries

- ☒ S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- ☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- ☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.
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Library Technology and Resource Sharing Plan

- ☒ S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- ☒ Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
- ☒ A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.
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Professional Consultation

- ☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

LLS makes consulting services freely available to member libraries in the following areas:

- Budgeting & Administration
- Personnel & Management
- Childrens, YA & Special Needs
- General Technology & Technology Planning
- Integrated Library System use & best practices
- Annual library workflow analysis visits
- Interlibrary Loan mediation & best practices

Indicate new or priority activities relating to this requirement for the plan year.

LLS wishes to offer additional consulting services on a temporary basis with the help of MLIS interns supplied by UWM's School of Information Studies. Possible areas include social media, library marketing best practices, and library metadata.

	ASSURANCES (cont'd.)	
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Services to Users With Special Needs

- ☒ S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

List ongoing activities related to this requirement.

LLS provides access to consulting services in this area, and is able to pursue related grants and funding opportunities for member libraries by request.

Indicate new or priority activities relating to this requirement for the plan year.

There are currently no new initiatives, other than continuing to provide access to consulting services in this area.

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Administration

- ☒ The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- ☒ The 2013 system audit will be submitted to the division no later than September 30, 2014.

Budget

- ☐ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

	CERTIFICATION	
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WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2014**.

Name of System Director Steve Ohs	Signature of System Director ➤	Date Signed
Name of System Board President Linda Schubring	Signature of System Board President ➤	Date Signed

	FOR DPI USE LIBRARY SYSTEM PLAN APPROVAL	
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Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature ➤	Date Signed
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Comments

PUBLIC LIBRARY SYSTEM 2014 ANNUAL PROGRAM BUDGET					
Program	2014 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. Ref., WiLS, SkyRiver	\$5,000			\$38,553	
2. Automation	\$183,185			\$93,160	
3. WAN, Tech, Maint, Other	\$101,446		\$14,500	\$9,900	
4. Electronic Resources	\$1,000		\$4,136	\$67,151	
Program Total	\$290,631	\$0	\$18,636	\$208,764	\$518,031
Continuing Education and Consulting Service*					
1. CE, Wkshps, StpnDs	\$4,000				
2. Consult Svcs	\$52,536				
Program Total	\$56,536	\$0	\$0	\$0	\$56,536
Delivery Services	\$101,607			\$23,493	\$125,100
Library Services to Special Users	\$9,230			\$2,500	\$11,730
Library Collection Development	\$665				\$665
Direct Payment to Members for Nonresident Access				\$3,321,228	\$3,321,228
Direct Nonresident Access Payments Across System Borders				\$502,673	\$502,673
Library Services to Youth	\$38,199			\$2,800	\$40,999
Public Information	\$23,062				\$23,062
Administration	\$117,786	\$1,476			\$119,262
Subtotal	\$290,549	\$1,476	\$0	\$3,852,694	\$4,144,719
Other System Programs					
1.					\$0
2.					\$0
Program Total	\$0	\$0	\$0	\$0	\$0
Grand Totals	\$637,716	\$1,476	\$18,636	\$4,061,458	\$4,719,286

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).